

SMALL PURCHASES OF PROFESSIONAL SERVICES

For design of publicly funded water, sewer, and solid waste projects in New Mexico, local public bodies may procure professional engineering services having a value not exceeding twenty-five thousand dollars (\$25,000), as provided in 13-1-125 NMSA 1978, et seq., in accordance with locally adopted procurement regulations.

The _____ hereby agrees to negotiate a
(name of local public body)

contract for the required services at a fair and reasonable price to the community in accordance with locally adopted procurement regulations. The local public body is encouraged, but not required, to contact at least three (3) persons or businesses for written or oral proposals before selecting a provider of professional services.

The local public body is encouraged to select a provider for professional services on the basis of qualifications to provide the services, not on the basis of price. The local public body may include in its request for proposals a maximum contract price or "budget," that is, the amount of money available or appropriated for the project.

If more than one person or business is contacted, **the contents of the written or oral offer of one business shall not be disclosed to another person or business during the negotiation process.**

The local public body agrees to keep written records of all the contacts made and reasons for selection.

AGREED TO:

NMED Project No. _____

Local Public Body Representative

Date